Purpose of this Booklet

The purpose of this booklet is to improve the quality of runoff into the City’s storm drain system to reduce pollutants into our streams and ocean.

This booklet is for residential and commercial projects that require a building permit and have land disturbing activities less than one acre (but do not require a grading, grubbing or stockpiling permit). Common Building Permitted Projects that would involve land disturbing activities and potentially contribute to the City’s storm drains include:

- Swimming pools
- Retaining and CMU Walls
- Foundation Repairs and Reconstruction
- Sidewalk and Driveway Repairs and Reconstruction
- House Demolition, Addition and New Residential Construction
- Utilities (i.e. plumbing, electrical, etc.)

These projects are categorized as Category 1A or 1B projects. Per the “Rules Relating to Water Quality” (City Administrative Rules §20-3), Category 1A and 1B Projects must have an Erosion and Sediment Control Plan which includes a checklist, a site diagram, and a project schedule. This booklet assists homeowners and contractors in determining their project Category, provides guidance for developing an Erosion and Sediment Control Plan, and explains water quality protective actions, such as biosocks and silt fences.

Project sites that contribute pollutants (including sediments) into the City’s storm water system are subject to notices of violations and fines.
Construction projects can cause dirt and other waste to flow into our streams and ocean.

When it rains, or water is used on site, dirt can run off the site with the water into storm drains.

Construction projects expose soil.

Dirt and other wastes travel down stream.

Dirt and waste flow into the ocean.

Use the protective actions/BMPs for water quality in this booklet to protect our streams and ocean.
Category 1A and 1B projects are defined by the City and County of Honolulu Department of Planning and Permitting “Rules Relating to Water Quality” (City Administrative Rules §20-3).

Category 1A and 1 B Development projects require a building permit but not a grading, grubbing, or stockpiling permit and meet the following criteria:

**Category 1A Projects Criteria:**

- Residential single-family or two-family detached development
- Total disturbed area for the project is less than 1,000 square feet
- The project area is flat or has a slope of less than 15 percent

**Category 1B Projects Criteria:**

- Commercial Development with less than one acre of disturbed area
- Residential single-family or two-family detached development between 1,000 square feet and less than one acre of disturbed area, or
- Residential single-family or two-family detached development of less than 1,000 square feet of disturbed area if work will be on slopes of 15 percent or greater

1. Use the flow chart on page 3 to determine if your project is a Category 1A or 1B project.

2. Use this booklet to determine which portions of the Erosion & Sediment Control Plan template checklist are applicable to your project.

3. Learn how to mark the applicable water quality protective actions (also called Best Management Practices or BMPs) onto your Site Diagram.
IDENTIFYING YOUR PROJECT TYPE: CATEGORY 1A OR 1B

Does your project require a building permit but not require a grading, grubbing, or stockpiling permit?

¥YES  ¥NO

Does your project involve land disturbing activities such as digging, breaking up existing grass, concrete or asphalt and/or exposing bare soil?

¥YES

Is your project a single family or two-family detached home?

¥YES

Will the project disturb less than 1,000 sq. ft. of land?

¥YES

Is the project on a slope of 15% or less

¥YES  ¥NO

Does your project disturb less than one acre?

¥YES  ¥NO

Projects disturbing one acre or more require a Category 1C Erosion and Sediment Control Plan and a NPDES permit from the State Department of Health.

¥YES

Use Category 1A Template for an Erosion and Sediment Control Plan

¥NO

Use Category 1B Template for an Erosion and Sediment Control Plan

¥NO

Is your project a single family or two-family detached home?

¥NO

Your project does not require an Erosion and Sediment Control Plan.

¥NO

If you need additional permits, different Erosion and Sediment Control Plan requirements apply.

¥NO

The installation of residential fence posts does not require an Erosion and Sediment Control Plan.
Disturbed areas are any areas where the existing ground is disturbed and the soil beneath is exposed.

Examples of ground disturbing activities include: digging; breaking up existing grass, concrete or asphalt; exposing bare soil; heavy truck access; excavation, equipment storage/staging; demolition of existing foundations/structures and construction of new structures; grading, grubbing, and trenching.

To calculate your project’s disturbed area:

1. Measure the length and width in feet of all ground disturbing areas including any construction access and storage/staging area(s)

2. Multiply the length by width for each area

3. Add individual disturbed areas to get total disturbed area or when an entire lot will be disturbed, use the total lot area.

Example: Construction of Home Addition

```
<table>
<thead>
<tr>
<th>Property Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>100'</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Existing House</td>
</tr>
<tr>
<td>50'</td>
</tr>
<tr>
<td>20'</td>
</tr>
<tr>
<td>100'</td>
</tr>
<tr>
<td>60'</td>
</tr>
<tr>
<td>30'</td>
</tr>
<tr>
<td>30'</td>
</tr>
<tr>
<td>Addition Area</td>
</tr>
<tr>
<td>25'</td>
</tr>
<tr>
<td>30'</td>
</tr>
<tr>
<td>20'</td>
</tr>
<tr>
<td>10'</td>
</tr>
<tr>
<td>10'</td>
</tr>
<tr>
<td>100'</td>
</tr>
<tr>
<td>25'</td>
</tr>
<tr>
<td>30'</td>
</tr>
<tr>
<td>30'</td>
</tr>
<tr>
<td>Material Storage Area</td>
</tr>
<tr>
<td>25'</td>
</tr>
<tr>
<td>10'</td>
</tr>
<tr>
<td>10'</td>
</tr>
<tr>
<td>100'</td>
</tr>
<tr>
<td>Street</td>
</tr>
</tbody>
</table>
```

Area = Length × Width

<table>
<thead>
<tr>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addition Area</td>
</tr>
<tr>
<td>= 30' × 30'</td>
</tr>
<tr>
<td>= 900 sq. ft.</td>
</tr>
<tr>
<td>Construction Access Area</td>
</tr>
<tr>
<td>= 25' × 10'</td>
</tr>
<tr>
<td>= 250 sq. ft.</td>
</tr>
<tr>
<td>Material Storage Area</td>
</tr>
<tr>
<td>= 30' × 10'</td>
</tr>
<tr>
<td>= 300 sq. ft.</td>
</tr>
</tbody>
</table>

Total Disturbed Area

= 900 + 250 + 300
= 1,450 Square Feet
SLOPE

If your disturbed area includes ground that has a slope, that slope should be measured and calculated. To calculate the slope of your project’s disturbed area:

**Step 1.** Measure the rise or change in height within the disturbed area.

**Step 2.** Measure the run or the horizontal distance over which the change in height occurs. Be sure to use the same measuring units (e.g. feet, yards) as step 1.

**Step 3.** Divide the rise by the run and multiply by 100.

% slope = \( \frac{\text{rise}}{\text{run}} \times 100 \)

Note: If your slope spans a long distance, measure the rise and run for smaller distances. Then add all rise measurements to get total rise and add all run measurements to get total run.

**EXAMPLE**

Run or Change in Horizontal Distance

Measure level horizontal distance with tape measure or string. Use level if necessary.

Disturbed Area

Do NOT Measure horizontal distance along slope, as it will skew results.

\% Slope = \( \frac{10'}{50'} \times 100 = 20\% \)

**ALTERNATE METHOD**

Use the chart below and your hand to view the steepest slope of the project to approximate the site slope.

**STEEP**

**MODERATE**

**FLAT**
HOW TO DEVELOP YOUR EROSION AND SEDIMENT CONTROL PLAN

Step 1: Complete Checklist and Project Schedule

- Complete the checklist for the applicable Erosion and Sediment Control Plan Category Template (1A or 1B).

- Refer to the Protection Action/BMPs section in this booklet to help complete the checklist.

- Use the flow chart on page 3 if you need to determine which template to use. This booklet is for Category 1A or 1B projects; other project categories have different Erosion and Sediment Control Plan requirements.

Step 2: Site Diagram

- Create a Site Diagram on the last page of your Erosion and Sediment Control Plan Template. Page 21 of this booklet provides a how-to guide and a site diagram legend, followed by case study examples.

Step 3: Designate an Erosion and Sediment Control Plan (ESCP) Coordinator

- Take an online training course or use a contractor with a current ESCP certificate.
Sample Project Schedule

<table>
<thead>
<tr>
<th>ACTION</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify Department of Planning and Permitting of Project Start Date</td>
<td>2 weeks before starting work</td>
</tr>
<tr>
<td>Install Protective Actions</td>
<td>1 day</td>
</tr>
<tr>
<td>Site Clearing</td>
<td>3 days</td>
</tr>
<tr>
<td>Construction (E.g. install chain link fence)</td>
<td>1 week</td>
</tr>
<tr>
<td>Plant Grass (including time for it to cover more than 70% of area) or Install Other Permanent Stabilization</td>
<td>2 months</td>
</tr>
<tr>
<td>Remove Protective Actions</td>
<td>1 day</td>
</tr>
</tbody>
</table>
PERIMETER CONTROLS

Protective actions around a project

SILT FENCE

Silt fences are fabric fences that act as a barrier to keep soil inside the fence.

- Good for areas where access isn’t needed.
- Secure silt fence to supports at regular intervals.
- Barrier too low to be effective.
- Check for damage regularly.
- Okay to allow hydrant access, but need to trench in silt fence and use biosock along sidewalk edge.
- Need to overlap to avoid gaps where water and dirt will get through.
- Wrap fabric around supports and overlap with adjacent supports to avoid gaps.

SILT SCREEN

Silt screens are low profile, reusable, fabric fences that screen out sediments and allow water to pass through.

- Trench silt fence at bottom.
- Position top of barrier well above soil level.
PERIMETER CONTROLS

Protective actions around a project

BIOSOCKS

Biosocks are tubes of fabric filled with compost, fiber or other organic materials. They are good for high slopes, stock piles, and landscaping installation, and for areas with foot traffic because they are easy to step over.

- Overlap biosocks by at least 6 inches so water cannot find its way out.
- Keep in place until all vegetation is grown in.

SAND & GRAVEL BAGS

- Sand or gravel bags can be used instead of biosocks.
- Sand or gravel bags can also be used to secure silt fabric.

HOW THEY WORK

- Wrap the ends of the biosocks (and silt fences) toward the water flow to trap and keep water with dirt from going offsite and into the storm drain.
- May need stakes to secure during heavy rains.
STORM DRAIN INLET PROTECTION

Protect storm drain inlets, especially ones within 50 feet of your project site.
Prior to storm events, remove storm drain inlet protective actions to prevent flooding; reinstall afterwards.

STORM DRAINS AT THE CURB

- Extend biosock well beyond edge of storm drain so water cannot sneak by.
- Secure the ends of this type of protective action.
- Secure and maintain storm drain protective actions to prevent failure.
- Check frequently for effectiveness.

STORM GRATING INLETS

- Secure silt fabric under grate.
- Secure silt fabric around the grate.
STOCKPILE MANAGEMENT

Prevent stockpile materials from going into the storm drain. Cover stockpiles that won’t be used within a week.

• Store materials on property.
• Store away from drainage inlets.
• If possible store stockpiles away from property edges.
• Avoid covering utilities such as water valves, clean outs, electrical boxes, etc.

Covers can be burlap, silt fabric/dust screen or plastic.
• Secure covers to protect from rain and high winds.

Place stockpiles away from storm drain inlets and driveways which slope to storm drain inlets.
• Don’t allow stockpiles to spill onto the street. The spilled material is a pollution problem and also a safety hazard.

CONTAMINATED SOIL

If there is possible contaminated soil, it should be placed on top of plastic and covered with plastic to reduce potential pollution of soils where it is stored. Haul soil offsite and dispose of properly if it is not needed on the project site.
SLOPE MANAGEMENT/ TEMPORARY STABILIZATION

Slopes that are 15% or more are considered steep and require special attention. As much as possible, do not disturb steep slopes if a rain event is anticipated or until work is scheduled to begin. If steep slopes are exposed and work will be suspended 7 days or more, temporary protective action/BMP is required.

VEGETATION

- Plant vegetation to hold soil in place. May require watering.

- Use jute or coconut fiber mats to hold soil while seeds or plants are becoming established.

USE BIOSOCKS OR SILT FENCES

Biosocks or Silt Fences are a back-up system when plants and seeds are getting started. Use them at the bottom of slopes and project edges until plants cover at least 70% of area.
SLOPE MANAGEMENT/TEMPORARY STABILIZATION

COVER SLOPE WITH MATTING

Bare slopes and ground can be covered with filter fabric, coconut fiber or jute netting to prevent dirt from washing away.

- Silt fabric can be used to cover slopes and bare ground.
- Covering soil can also help keep the site clean.

• Plastic or fabric is a good option for exposed vertical faces.

• Make sure it is secured at top of slope by stapling, crimping in, trenching in or weighting with sand bags so storm water cannot bypass.
PROTECTIVE ACTIONS/BMPs

EROSION AND SEDIMENT CONTROL PLANS FOR SMALL CONSTRUCTION PROJECTS

SLOPE MANAGEMENT/TEMPORARY STABILIZATION

HYDRAULIC MULCH OR HYDROSEED

Hydraulic mulching is the spraying of fibers on bare soil. Hydroseeding is the spraying of seeds and fiber on bare soil.

- Often used on large construction sites.
- Use biosocks or silt fences at bottom of slope until plants cover at least 70% of area.

GEOTEXTILES AND MATS

Geotextiles and mats are laid against slopes to hold soil and allow water to pass through.

- Geotextiles and mats are suitable for short steep slopes.
- Generally used on large project sites.

UPSLOPE WATER DIVERTED

Offsite water can flow onto the construction site and increase soil erosion on the site. Biosocks and silt fences at the top of slopes can minimize rain water flowing onto the site.

GRUBBED VEGETATION REMOVAL

Don’t leave grubbed material and vegetation on slopes where it can wash down into streams or storm drain system. Remove it and protect slopes with materials that won’t wash away.
DUST CONTROL

SPRINKLING WATER

- Water can be used to keep dirt from blowing offsite.
- Amount matters: use enough water to keep soil in place and not so much that it causes dirt and water to run offsite or stick to vehicle tires. The general rule is no ponding or flow.
- Apply water regularly.

VERTICAL DUST BARRIERS

- Vertical dust barriers keep dirt from leaving sites and protect adjacent land uses from dust and debris. Note: A dust fence cannot be used as a silt fence.
- Use vertical dust barriers where there are high winds and on sites with steep slopes.

MULCH

Mulch (wood or gravel), at least 1 inch deep, can also be used to control dust onsite.
CONCRETE WASTE MANAGEMENT

- A kiddy pool can be used to mix concrete. Keep wash water covered at the end of the day or before rain. Uncover while working onsite to allow it to evaporate. Dispose or remove wash water and dispose offsite.
- Put liners under concrete containers to catch splatter & over spills.
- Solutions can be creative and sized for the amount of wash water.
- Washouts (cleaning supplies) can also be done offsite.
- Do not wash down or mix concrete on the sidewalk or street.
- Do not wash concrete, paint or other wash water into the storm drain.
- Washing concrete, paint and other wash water is a violation and subject to fines.
- Do not allow slurry to be directly dumped on the ground.

LIQUID WASTE MANAGEMENT

- Other liquid wastes, like concrete waste, need to be contained with a kiddy pool, holding pit, sediment basin, or portable tank.
- For latex paint clean up, a 5 gallon bucket with lid and water can be used. The wash water can be taken offsite for disposal of via a sanitary sewer.
- Drywall taping and mud should be contained in a box (wood box lined with plastic) and then, once hardened, can be dumped in the trash. Do not put drywall mud down the drains as it can harden and clog pipes.
VEHICLE TRACKING CONTROL

Vehicles leaving the site can carry or track dirt onto streets which can then be washed away into the storm drains.

GRAVEL AND FABRIC AT SITE ENTRANCE

Gravel helps shake dirt off vehicle wheels and traps it in the spaces between the gravel pieces.

- Use gravel at site entrance to remove dirt from vehicle tires prior to exiting the project site.
- Use 8-12 inches of No. 2 (or No. 2 & 4) gravel at site entrance/exit.
- Place silt fabric under gravel to filter water.
- Turn the gravel periodically so that the smaller sediments go down and free up space for other dirt to come off vehicle wheels.

SWEEP UP DIRT ON STREET

- The gravel and fabric will keep most but not all dirt from the street. Sweeping is also needed.
- If dirt is being tracked onto street, more protection is required.
- Never wash dirt - or anything - into storm drain inlets.
SPILL PREVENTION

• Use pans or plastic under equipment is needed to catch oil and gas leaks.

• Use biosocks around equipment parked on the street.

• Wipe down vehicles instead of washing onsite.

HAVE A SPILL KIT ONSITE FOR POTENTIAL LUBING AND MAINTENANCE SPILLS

A spill kit should be kept near or with vehicles. Workers need to know where the spill kit is and how to use it. Kitty litter can be used for spills - after use, it should be swept up and disposed of properly.

MATERIALS STORAGE

Proper material storage prevents product spills from going onto the soil and running off with rain water.

• Minimize the storage of hazardous materials onsite.

• Do not store materials near the storm drain system or stream areas.

• Store materials in a designated area and install secondary containment.

• Keep materials covered or under roofed area.

• A wooden box can made onsite and lined with plastic; it should have a roof or be covered with plastic so it doesn’t fill with water.

Note: Careful storage can keep material containers from rusting and maintains product quality.
HAZARDOUS WASTE MANAGEMENT

Prevent hazardous waste from entering storm water through proper material use and waste disposal.

- For latex paints: Dry out and then dispose in trash can or dumpster.
- For oil-based paints: Use an oil change kit or other absorbent and bag before placing in trash.
- Dispose of empty pesticide, hazardous waste or paint containers in the trash.
- For more information go to www.opala.org.

SOLID WASTE MANAGEMENT

Keep Site Clean

- Pick up site daily, and don’t let trash blow around.
- Provide designated waste collection areas for solid waste, construction and demolition waste.

Manage Trash Bins

- Schedule regular trash collection; don’t allow trash bins to overflow.
- Bins/dumpsters should be put on the property, if possible. If bin is to be stored on street, a street usage permit is needed. http://bit.ly/2kLeEu9.
- Cover trash to prevent water from mixing with trash and then flowing into the storm drain system.
- Don’t use leaking bins; fix or replace.
PERMANENT STABILIZATION

Before final City approval and permit closure, bare soil must be permanently stabilized.

This can be:

- Grass, vegetation or groundcover.
- Pavers, concrete, asphalt.
- Gravel or wood mulch (level areas only).
SITE DIAGRAM

You will need to include the following items on your site diagram:

Property Boundary
Draw your property boundary (see box below).

Existing Buildings
Draw the outline of existing buildings (see box below).

Identify Storm Drains
Note storm drains within 50 feet of the project site. This can be shown using an arrow and note distance from project site.

Need help finding nearby storm drains? Go to: honolulusis.org to find catch basins and grate/drain inlets.

Area of Work
Draw a “cloud” (see legend) around the planned work area.

Water Flow
Use wavy arrows to show the direction of water flow. Water flows down hill/slope.

Protective Actions/BMPs
Mark the protective actions (also known as Best Management Practices or BMPs) to be used on the diagram. These should address the type and size of the project to keep dirt and other waste from leaving the site.

This legend provides symbols to use on the Site Diagram. The legend can be attached to the Site Diagram or labels used on the map.

Site Diagram Legend

Site Conditions
- Property Boundary
- Existing Building(s)
- Fence
- Area of Work
- Storm Drain
- Catch Basin/Inlet
- Storm Drain Flat Inlet
- Direction of Water Flow

Protective Actions (or BMPs)
- Silt Fence
- Biosock
- Sand/Gravel Bags
- Catch Basins/Drain
- Protection
- Vegetation
- Matting or Plastic Cover
- Hydraulic Mulch/
  Hydroseeding
- Dust Fence
- Gravel
- Stabilized Construction
  Entrance/Exit

NEED MORE INFO ON PROPERTY BOUNDARY & EXISTING BUILDINGS?

- Go to Honolulu RealProperty website (www.qpublic.net/hi/honolulu) and search by address.
- For Property Boundary Info
  Click on GIS Parcel Map. The property outline appears on an aerial map. Use the measuring tool at the top of page (click on beginning and end of a line).
- For Existing Building Info
  Click on Show Building Sketch for building shape and dimensions.
CASE STUDY 1: CMU FENCE AND LAWN

DISTURBED AREA

- **CMU Fence**
  - Area = 125' x 1.5'
  - Area = 187.5 sq. ft.

- **Top Soil**
  - Area = 10' x 50'
  - Area = 500 sq. ft.

- **Total Disturbed Area**
  - = 187.5 + 500
  - = 688 Square Feet

SLOPE

Elevation change of project area is 1’ in horizontal distance of 12’.

\[
\% \text{ Slope} = \left( \frac{1'}{12'} \right) \times 100
\]

\[
\% = 8.3 \%
\]
CASE STUDY 1: CMU FENCE AND LAWN

PROJECT REQUIREMENTS

- Building permit for chain link fence
- Erosion and Sediment Control Plan (Category 1A)
CASE STUDY 1: CMU FENCE AND LAWN

City and County of Honolulu

Erosion and Sediment Control Plan
Category 1A Template

Construction Site Project Name: Mr. Smith’s CMU Fence and Lawn
Physical Site Address: 1234 O‘ahu Street
Erosion and Sediment Control Coordinator: Jane Doe
Building Permit Number: 2017-00-0000

Instructions:

This completed template is to be used as the Erosion and Sediment Control Plan (ESCP) for projects which fall under the City and County of Honolulu, Department of Planning and Permitting (DPP) Category 1A: Single-family or Two-family detached residential building projects that disturb less than 1,000 square feet of land and where there will not be land disturbing activities on slopes greater than 15%.

This ESCP must be submitted as part of the Building Permit application and made available on the job site at all times. This ESCP may be prepared by the owner of the project or an authorized representative designated by the owner. Both individuals must certify this ESCP below.

Read through the instructions for each of the three (3) sections on the next pages, I. Erosion Prevention, II. Sediment Control, and III. Good Housekeeping. Any best management practices (BMP) boxes that are checked are mandatory during construction. For more information on each type of BMP, this template lists applicable fact sheet numbers from the City’s Construction BMP Manual that may help you decide on which BMP type to use and how to use them. The manual is available on the DPP website (www.honoluludpp.org). For any conflicting information between the Rules Relating to Water Quality and the Construction BMP Manual, the requirements of the Rules shall be followed. If other BMPs not listed are used to achieve the same or similar results, attach additional documentation.

<table>
<thead>
<tr>
<th>I. EROSION PREVENTION: practices that prevent erosion from occurring.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BMP</strong></td>
</tr>
<tr>
<td>1. Project Scheduling</td>
</tr>
<tr>
<td>Notify the DPP two (2) weeks prior to starting work. Attach a Project Schedule to this ESCP including dates when BMPs will be installed, when land disturbing activities will begin and end, and dates when BMPs will be removed.</td>
</tr>
<tr>
<td>2. Permanent Stabilization</td>
</tr>
<tr>
<td>Prior to final approval and closing of the permits for work on the project site, permanent stabilization must be in place.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. SEDIMENT CONTROL: practices to prevent soil and sediment from leaving the project site and entering storm drains during rain events.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BMP</strong></td>
</tr>
<tr>
<td>1. Perimeter Controls</td>
</tr>
<tr>
<td>Sediment fences or barriers shall be used at the perimeter of all disturbed areas if there is the potential for runoff to flow off the project site, and around the base of all material stockpiles. These may include gravel bags, sand bags, fiber rolls, silt fences, or compost socks that intercept runoff.</td>
</tr>
<tr>
<td>2. Storm Drain Inlet Protection</td>
</tr>
<tr>
<td>Inlet protection is required over storm drains within 50 feet of your project site unless those inlets drain to a sediment basin or trap.</td>
</tr>
</tbody>
</table>

Rev. 05/19/2017
### Appendix A

#### III. GOOD HOUSEKEEPING

Practices prevent pollution by limiting or reducing potential pollutants at their source. This involves keeping a clean, orderly construction site and preventing tracking of soil off your project site by equipment.

<table>
<thead>
<tr>
<th>BMP</th>
<th>Check Appropriate Box</th>
<th>Reference Factsheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BMP and Site Maintenance</td>
<td>![ ] Applicable</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Dust Control</td>
<td>![ ] Applicable, following BMP will be used:</td>
<td>WE-1</td>
</tr>
<tr>
<td></td>
<td>☐ Mulch, or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Sprinkling exposed soils.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Not Applicable</td>
<td></td>
</tr>
<tr>
<td>3. Material Delivery, Storage and Control</td>
<td>![ ] Applicable</td>
<td>WM-1</td>
</tr>
<tr>
<td></td>
<td>☑ Not Applicable</td>
<td></td>
</tr>
<tr>
<td>4. Stockpile Management</td>
<td>![ ] Applicable</td>
<td>WM-3</td>
</tr>
<tr>
<td></td>
<td>☑ Not Applicable</td>
<td></td>
</tr>
<tr>
<td>5. Spill Prevention and Control</td>
<td>![ ] Applicable</td>
<td>WM-4</td>
</tr>
<tr>
<td></td>
<td>☑ Not Applicable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Not Applicable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Not Applicable</td>
<td></td>
</tr>
<tr>
<td>8. Contaminated Soil Management</td>
<td>![ ] Applicable</td>
<td>WM-7</td>
</tr>
<tr>
<td></td>
<td>☑ Not Applicable</td>
<td></td>
</tr>
<tr>
<td>9. Concrete Waste Management</td>
<td>![ ] Applicable</td>
<td>WM-8</td>
</tr>
<tr>
<td></td>
<td>☑ Not Applicable</td>
<td></td>
</tr>
<tr>
<td>10. Sanitary/Septic Waste Management</td>
<td>![ ] Applicable</td>
<td>WM-9</td>
</tr>
<tr>
<td></td>
<td>☑ Not Applicable</td>
<td></td>
</tr>
<tr>
<td>11. Liquid Waste Management BMPs</td>
<td>![ ] Applicable</td>
<td>WM-10</td>
</tr>
<tr>
<td></td>
<td>☑ Not Applicable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Not Applicable</td>
<td></td>
</tr>
</tbody>
</table>
CASE STUDY 1: CMU FENCE AND LAWN

SITE DIAGRAM

Provide a drawing of your site below or attach another map. Include the building outlines, property boundary or fence line, flow path for storm water runoff, any BMPs planned, the limits of where your work will be located, and any storm drains within 50 feet of your property. The drawing does not need to be to scale.

EXAMPLE

Concrete Washout

Catch Basin

John Smith

Limits of Work

New CMU Fence

Top Soil/New Lawn Area

Silt Fence

Biosock around Top Soil Stockpile

Existing House

Inlet Protection

Tracking

Plan View Not to Scale

O'ahu Street

CERTIFICATION

By signing, you acknowledge that you understand that erosion prevention, sediment control, and good housekeeping BMPs in this plan are mandatory conditions of your building permit and are subject to inspection and enforcement by the Department of Planning and Permitting.

John Smith
Owner Name
Signature
8/16/2017
Date

Jane Doe
ESCP Coordinator Name
Signature
8/16/2017
Date
CASE STUDY 2: NEW RETAINING WALL

DISTURBED AREA

Retaining Wall and Fill Area = 10’ x 50’ = 500 sq. ft.

Total Disturbed Area = 500 Square Feet

SLOPE

Elevation change of project area is 2’ in horizontal distance of 10’.

% Slope = \( \frac{2’}{10’} \times 100 \)

= 20 %
CASE STUDY 2: NEW RETAINING WALL

PROJECT REQUIREMENTS

- Building permit only for new retaining wall
- Erosion and Sediment Control Plan (Category 1B)
CASE STUDY 2: NEW RETAINING WALL

Mr. Smith's New Retaining Wall

1234 O'ahu Street

Jane Doe

Building Permit Number: 2017-00-0000

I. EROSION PREVENTION

1. Project Scheduling

Notify DPP two (2) weeks prior to starting work. Attach a Project Schedule to this ESCP including dates when BMPs will be installed, and when land disturbing activities will begin and end, and dates when BMPs will be removed.

2. Slope Management and Protection

Areas disturbed on a slope greater than 15% must be protected when work is inactive for seven (7) days or more.

- To find the percentage, divide the vertical height of your slope by the horizontal length of your slope and multiply by 100. For example, if your slope measures 3 feet vertically, and 10 feet horizontally, your slope would be 3 / 10 x 100 = 30%.

- Hydraulic mulch or hydroseed
- Geotextile fabrics
- Planting and/or vegetation providing at least 70% surface cover
- Other: (please specify)

3. Temporary Stabilization

Use one or more of the following to protect disturbed areas that will not be worked on within 14 days:

- Rolled Erosion Control Products
- Hydraulic mulch or hydroseed
- Hydraulic or Bonded Fiber Matrix
- Planting and/or vegetation providing at least 70% surface cover
- Other: (please specify)

4. Permanent Stabilization

Prior to final approval and closing of the permits for work on the project site, permanent stabilization is Not Available.
## II. SEDIMENT CONTROL BMPs

### 1. Perimeter Controls

**Factsheet: SE-1, SE-5, SE-6, SE-8, and SE-16**

Sediment fences or barriers shall be used at the perimeter of all disturbed areas if there is the potential for runoff to flow off your project site, and around the base of all material stockpiles.  

- [ ] A applicable
- [ ] Not applicable

### 2. Storm Drain Inlet Protection

**Factsheet: SE-10**

Inlet protection is required over storm drains within 50 feet of your project site unless those inlets drain to a sediment basin or trap.  

- [ ] A applicable
- [ ] Not applicable

## III. GOOD HOUSEKEEPING BMPs

### 1. BMP and Site Maintenance

**Factsheet: Not Available**

Regularly inspect and maintain required BMPs to ensure continued performance.  

- [ ] A applicable
- [ ] Not applicable

### 2. Dust Control

**Factsheet: WE-1**

Use one of the following to control dust:

1. Mulching to a depth of one inch or more
2. Sprinkling exposed soils with water to maintain moistness
3. Vertical dust barriers
4. Spray-on Chemical Soil Treatments (palliatives)
5. Other: (please specify)

- [ ] A applicable
- [ ] Not applicable

### 3. Material Delivery, Storage and Control

**Factsheet: WM-1**

Minimize the storage of hazardous materials onsite, store materials in a designated area, and install secondary containment. Do not store materials in buffer areas, near areas of concentrated flow, or areas abutting the M 54, Receiving Waters, or drainage improvements that discharge off-site.  

- [ ] A applicable
- [ ] Not applicable

### 4. Stockpile Management

**Factsheet: WM-3**

Locate stockpiles away from drainage ways or other areas of concentrated flows. Use a barrier around stockpiles and cover if they will not be actively used within seven (7) days.  

- [ ] A applicable
- [ ] Not applicable

### 5. Spill Prevention and Control

**Factsheet: WM-4**

Keep ample supply of cleanup materials onsite. Clean up spills immediately, using dry clean-up methods where possible, and dispose of used materials properly.  

- [ ] A applicable
- [ ] Not applicable

### 6. Solid Waste Management

**Factsheet: WM-5**

Provide designated waste collection areas for solid waste or construction and demolition waste, collect trash daily, and dispose at authorized disposal areas.  

- [ ] A applicable
- [ ] Not applicable

### 7. Hazardous Waste Management

**Factsheet: WM-6**

Prevent or reduce the discharge of pollutants to storm water from hazardous waste through proper material use and waste disposal.  

- [ ] A applicable
- [ ] Not applicable

### 8. Contaminated Soil Management

**Factsheet: WM-7**

Contain contaminated material soil by surrounding with impermeable lined berms or cover exposed contaminated material with plastic sheets. Contaminated soil should be disposed of properly in accordance with all applicable regulations.  

- [ ] A applicable
- [ ] Not applicable

### 9. Concrete Waste Management

**Factsheet: WM-8**

Conduct washout offsite or performing onsite in a designated area, away from water bodies, channels, or storm drains. Construct and maintain washout to contain all liquid and concrete waste generated.  

- [ ] A applicable
- [ ] Not applicable

### 10. Sanitary/Septic Waste Management

**Factsheet: WM-9**

Temporary and portable sanitary and septic waste systems shall be mounted or staked in, well-maintained and scheduled for regular waste disposal and servicing.  

- [ ] A applicable
- [ ] Not applicable

### 11. Liquid Waste Management BMPs

**Factsheet: WM-10**

Contain liquid waste in a holding pit, sediment basin, roll-off bin, or portable tank of sufficient volume and to contain the liquid wastes generated.  

- [ ] A applicable
- [ ] Not applicable

### 12. Vehicle Tracking Control

**Factsheet: TR-1 and TR-2**

Restrict vehicle traffic to properly designated areas and using additional controls to remove sediment from vehicle tires prior to exiting the project site.  

- [ ] A applicable
- [ ] Not applicable
CASE STUDY 2: NEW RETAINING WALL

SITE DIAGRAM

Provide a drawing of your site below or attach another map. Include the building outlines, property boundary or fence line, flow path for storm water runoff, any BMPs planned, the limits of where your work will be located, and any storm drains within 50 feet of your property. The drawing does not need to be to scale.

EXAMPLE

Temporary and Permanent Vegetation
Silt Fence
New Retaining Wall

Limits of Work
Concrete Washout Area
Stockpile

Existing House
Property Line

Existing Driveway
Vehicle Tracking

Catch Basin
Inlet Protection

Plan View Not to Scale
O'ahu Street

CERTIFICATION

By signing, you acknowledge that you understand that erosion prevention, sediment control, and good housekeeping BMPs in this plan are mandatory conditions of your building permit and are subject to inspection and enforcement by the Department of Planning and Permitting.

John Smith
Owner Name
Signature
Date

Jane Doe
ESCP Coordinator Name
Signature
Date

8/16/2017

8/16/2017
CASE STUDY 3: NEW SINGLE-FAMILY DWELLING

DISTURBED AREA

The entire lot will be disturbed.

Total Disturbed Area = Lot Area

= 60' x 100'

= 6,000 Square Feet

SLOPE

Elevation change of project area is 3' in horizontal distance of 60'.

% Slope = \( \frac{3'}{60'} \times 100 \)

= 5%
CASE STUDY 3: NEW SINGLE-FAMILY DWELLING

PROJECT REQUIREMENTS

- Building permit for new dwelling
- Erosion and Sediment Control Plan (Category 1B)
Appendix B

City and County of Honolulu
Erosion and Sediment Control Plan
Category 1B Template

Construction Site Project Name: Mr. Smith's New Single Family Dwelling

Physical Site Address: 1234 O'ahu Street

Erosion and Sediment Control Coordinator: Jane Doe Phone Number: 808-2222

Building Permit Number: 2017-00-0000

Instructions:
This completed template is to be used as the Erosion and Sediment Control Plan (ESCP) for small projects which fall under the City and County of Honolulu, Department of Planning and Permitting (DPP) Category 1B: Single-family or Two-family detached residential projects that disturb between 1,000 square feet and less than 1 acre, commercial projects that disturb up to less than one acre of land, or smaller residential projects with land disturbing activities less than 1,000 square feet on a slope of 15%.

This ESCP must be submitted as part of the Building Permit application and made available on the project site at all times. This ESCP may be prepared by the owner of the project or an authorized representative designated by the owner. Both individuals must certify this plan below.

Read through the instructions for each of the three (3) sections on the next pages, I. Erosion Prevention, II. Sediment Control, and III. Good Housekeeping. All best management practices (BMP) are mandatory during construction, unless it is not applicable. For more information on each type of BMP, this template lists applicable fact sheet numbers from the City’s Construction BMP Manual that may help you decide on which BMP type to use and how to use them. The manual is available on the DPP website (www.honoluludpp.org). For any conflicting information between the Rules Relating to Water Quality and the Construction BMP manual, the requirements of the Rules relating to Water Quality shall be used. If other BMPs not listed are used to achieve the same or similar results, attach additional documentation.

I. EROSION PREVENTION

1. Project Scheduling
   Factsheet: EC-1
   Notify DPP two (2) weeks prior to starting work. Attach a Project Schedule to this ESCP including dates when BMPs will be installed, when land disturbing activities will begin and end, and dates when BMPs will be removed.

2. Slope Management and Protection
   Factsheet: EC-3, EC-4, EC-7, and EC-14
   A slope disturbed on a slope greater than 15% must be protected when work is inactive for seven (7) days or more.
   □ Applicable (please specify):
   1. Hydraulic mulch or hydroseed
   2. Geotextile fabrics
   3. Planting and/or vegetation providing at least 70% surface cover
   4. Other: (please specify)
   □ Not Applicable

3. Temporary Stabilization
   Factsheet: EC-3, EC-4, EC-5, EC-7 and EC-14
   Use one or more of the following to protect disturbed areas that will not be worked on within 14 days:
   □ Applicable (please specify):
   1. Rolled Erosion Control Products
   2. Hydraulic mulch or hydroseed
   3. Hydraulic or Bonded Fiber Matrix
   4. Planting and/or vegetation providing at least 70% surface cover
   5. Other: (please specify)
   □ Not Applicable

4. Permanent Stabilization
   Factsheet: Not Available
   Prior to final approval and closing of the permits for work on the project site, permanent stabilization □ Applicable

CASE STUDY 3: NEW SINGLE-FAMILY DWELLING

Mr. Smith’s New Single Family Dwelling

1234 O’ahu Street

Jane Doe 808-2222
### CASE STUDY 3: NEW SINGLE-FAMILY DWELLING

#### Appendix B

## II. SEDIMENT CONTROL BMPs

<table>
<thead>
<tr>
<th>BMP Type</th>
<th>Factsheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Perimeter Controls</td>
<td>SE-1, SE-5, SE-6, SE-8, and SE-16, SE-10</td>
</tr>
<tr>
<td>Sediment fences or barriers shall be used at the perimeter of all disturbed areas if there is the potential for runoff to flow off your project site, and around the base of all material stockpiles.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>Inlet protection is required over storm drains within 50 feet of your project site unless those inlets drain to a sediment basin or trap.</td>
<td>☑ Not Applicable</td>
</tr>
</tbody>
</table>

## III. GOOD HOUSEKEEPING BMPs

<table>
<thead>
<tr>
<th>BMP Type</th>
<th>Factsheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BMP and Site Maintenance</td>
<td>Not Available</td>
</tr>
<tr>
<td>Regularly inspect and maintain required BMPs to ensure continued performance.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>2. Dust Control</td>
<td>WE-1</td>
</tr>
<tr>
<td>Use one of the following to control dust:</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>1. Mulching to a depth of one inch or more</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>2. Sprinkling exposed soils with water to maintain moisture</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>3. Vertical dust barriers</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>4. Spray-on Chemical Soil Treatments (palliatives)</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>5. Other: (please specify)</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>3. Material Delivery, Storage and Control</td>
<td>WM-1</td>
</tr>
<tr>
<td>Minimize the storage of hazardous materials onsite, store materials in a designated area, and install secondary containment. Do not store materials in buffer areas, near areas of concentrated flow, or areas abutting the MS4, Receiving Waters, or drainage improvements that discharge off-site.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>4. Stockpile Management</td>
<td>WM-3</td>
</tr>
<tr>
<td>Locate stockpiles away from drainage ways or other areas of concentrated flows. Use a barrier around stockpiles and cover if they will not be actively used within seven (7) days.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>5. Spill Prevention and Control</td>
<td>WM-4</td>
</tr>
<tr>
<td>Keep ample supply of cleanup materials onsite. Clean up spills immediately, using dry clean-up methods where possible, and dispose of used materials properly.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>6. Solid Waste Management</td>
<td>WM-5</td>
</tr>
<tr>
<td>Provide designated waste collection areas for solid waste or construction and demolition waste, collect trash daily, and dispose at authorized disposal areas.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>7. Hazardous Waste Management</td>
<td>WM-6</td>
</tr>
<tr>
<td>Prevent or reduce the discharge of pollutants to storm water from hazardous waste through proper material use and waste disposal.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>8. Contaminated Soil Management</td>
<td>WM-7</td>
</tr>
<tr>
<td>Contain contaminated material soil by surrounding with impermeable lined berms or cover exposed contaminated material with plastic sheets. Contaminated soil should be disposed of properly in accordance with all applicable regulations.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>9. Concrete Waste Management</td>
<td>WM-8</td>
</tr>
<tr>
<td>Conduct washout offsite or performing onsite in a designated area, away from water bodies, channels, or storm drains. Construct and maintain washout to contain all liquid and concrete waste generated.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>10. Sanitary/Septic Waste Management</td>
<td>WM-9</td>
</tr>
<tr>
<td>Temporary and portable sanitary and septic waste systems shall be mounted or staked in, well-maintained and scheduled for regular waste disposal and servicing.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>11. Liquid Waste Management</td>
<td>WM-10</td>
</tr>
<tr>
<td>Contain liquid waste in a holding pit, sediment basin, roll-off bin, or portable tank of sufficient volume and to contain the liquid wastes generated.</td>
<td>☑ Not Applicable</td>
</tr>
<tr>
<td>12. Vehicle Tracking Control</td>
<td>TR-1 and TR-2</td>
</tr>
<tr>
<td>Restrict vehicle traffic to properly designated areas and using additional controls to remove sediment from vehicle tires prior to exiting the project site.</td>
<td>☑ Not Applicable</td>
</tr>
</tbody>
</table>

Rev. 05/19/2017
CASE STUDY 3: NEW SINGLE-FAMILY DWELLING

SITE DIAGRAM

Provide a drawing of your site below or attach another map. Include the building outlines, property boundary or fence line, flow path for storm water runoff, any BMPs planned, the limits of where your work will be located, and any storm drains within 50 feet of your property. The drawing does not need to be to scale.

EXAMPLE

New Single-Family Dwelling

Property Line and Limits of Work

Provide Temporary and Permanent Stabilization using fiber matmatrix and vegetation

100'

Portable Toilet

Stockpile

Concrete Washout

O'ahu Street

Inlet Protection

Materials Storage

Melt Fence at Property Line

Catch Basin

Stabilized Construction Entrance/Exit

Dumpster

Stabilized Construction Entrance/Exit

Plan View Not to Scale

Certification

By signing, you acknowledge that you understand that erosion prevention, sediment control, and good housekeeping BMPs in this plan are mandatory conditions of your building permit and are subject to inspection and enforcement by the Department of Planning and Permitting.

John Smith
Owner Name

Jane Doe
ESCP Coordinator Name

Signature

8/16/2017
Date

Signature

8/16/2017
Date
ESCP IMPLEMENTATION

Implementing your Erosion and Sediment Control Plan (ESCP) during project construction will include purchasing BMP supplies and installing them, designation of a certified ESCP Coordinator notifying the Department of Planning and Permitting inspector two weeks before construction and inspecting the site.

WHERE TO FIND SUPPLIES

• Safety supply stores carry most items.
• Home improvement stores carry select supplies.

Biosock  Silt Fence and Supports

Burlap Bags for temporary slope stabilization  Polypropylene Bags to fill with sand or gravel

NOTIFICATION OF CONSTRUCTION START

• Notify the Department of Planning and Permitting inspector listed on the bottom of your building permit two weeks before project start.

• If multiple inspectors are listed (e.g. electrical, plumbing, building), notify the inspector for the work that begins first.

ESCP COORDINATOR

• The ESCP coordinator signs the Erosion and Sediment Control Plan and is responsible for the implementation of the ESCP at the project site. The ESCP Coordinator is also responsible for conducting the required inspections described on the following pages and submitting the inspection reports to the City and County.

• ESCP Coordinator is someone who has a current ESCP coordinator certificate from the Department of Planning and Permitting. An online training is available to obtain this certification (see resources on the inside back cover of this booklet). The ESCP coordinator can be the owner if the owner has taken the online training and obtained the certification.
PROTECTIVE ACTIONS / BMP INSPECTIONS

All projects require inspections to be performed at specified intervals as prescribed in the City’s rules. Failure to perform required inspections could be subject to fines and penalties. All Category 1A and 1B Projects require the following minimum number of inspections to be performed by the designated Erosion and Sediment Control Plan (ESCP) Coordinator:

• **Pre-Construction Inspection:** This inspection shall be performed prior to start of work on project to verify that all protective actions described in your ESCP are properly installed and in good working order.

• **During Construction Inspections:** Inspections shall be done once every 30 days. For projects that will be completed in less than 30 days, an inspection shall be done at the halfway point of the project.

• **Post Construction Inspection:** This inspection shall be done at the conclusion of the project to confirm that all disturbed areas have been stabilized and all temporary protective actions (i.e. silt fence inlet protection, etc.) have been removed. Inspection report submittal and permanent stabilization are required to close the building permit.

• **Use Appendix C of the Rules Relating to Water Quality for inspection reports. An example is provided on the following pages.**

---

**DURING INSPECTIONS**

• During the inspections, check that protective actions/BMPs are correctly installed.

  - Silt fences are tucked in and properly overlapped.

  - Biosocks are J-hooked toward water flow and/or overlapped by at least 6 inches.

  - Stockpiles are covered and secured.

• Make repairs to BMPs as needed. If what was installed is not functioning properly, additional BMPs may need to be installed.

• If a BMP has been damaged, repair it.

• Re-install and secure silt fences or other items that have fallen down.
City and County of Honolulu

*Construction Site BMPs Inspection Checklist*

For CCH Category 1A, 1B, 2, 3, and 4 and Trenching Projects

<table>
<thead>
<tr>
<th>General Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Name:</strong></td>
<td>Mr. Smith's New Single Family Residence</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>08/16/2017</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>1234 O'ahu Street</td>
</tr>
<tr>
<td><strong>Project Manager:</strong></td>
<td>Mr. John Doe</td>
</tr>
<tr>
<td><strong>Contractor:</strong></td>
<td>BMP Specialist, Inc.</td>
</tr>
<tr>
<td><strong>Authorized Representative:</strong></td>
<td>Ms. Jane Doe</td>
</tr>
<tr>
<td><strong>Phone #:</strong></td>
<td>888-1234</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:John.doe@honolulu.gov">John.doe@honolulu.gov</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TMK:</strong></td>
<td>1-2-034:056</td>
</tr>
<tr>
<td><strong>Building #:</strong></td>
<td>A2017-01-0123</td>
</tr>
<tr>
<td><strong>Exp. Date:</strong></td>
<td>08/16/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Weekly Inspection</td>
<td>☑</td>
</tr>
<tr>
<td>Re-Inspection</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Phase (check all that apply)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobilization / Demolition</td>
<td>☐</td>
</tr>
<tr>
<td>Grubbing / Clearing</td>
<td>☐</td>
</tr>
<tr>
<td>Rough Grading</td>
<td>☐</td>
</tr>
<tr>
<td>Stockpiling</td>
<td>☐</td>
</tr>
<tr>
<td>Building Construction</td>
<td>☑</td>
</tr>
<tr>
<td>Final Stabilization</td>
<td>☐</td>
</tr>
<tr>
<td>Infrastructure / Utilities</td>
<td>☑</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Permits (list all):</th>
<th></th>
</tr>
</thead>
</table>

Rev. 07/01/2016
### Appendix C

**Records Review** (If "No" is checked for any of the following columns, complete Deficiencies/ Corrective Action Report on page 3.)

<table>
<thead>
<tr>
<th>Record</th>
<th>Available at Site</th>
<th>Complete, Signed, and Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Construction Inspection</td>
<td>☑ Yes □ No</td>
<td>☑ Yes □ No</td>
</tr>
<tr>
<td>Weekly or Monthly Construction</td>
<td>☑ Yes □ No</td>
<td>☑ Yes □ No</td>
</tr>
<tr>
<td>Erosion and Sediment Control Plan (ESCP)</td>
<td>☑ Yes □ No</td>
<td>☑ Yes □ No</td>
</tr>
</tbody>
</table>
## Construction BMP Inspection Results

(Mark the BMPs that are required per Plan for each column)

<table>
<thead>
<tr>
<th>Construction BMP</th>
<th>Installed / Maintained</th>
<th>Number of Deficiencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Erosion Prevention</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Project Planning and Design</td>
<td>Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☑ Project Scheduling</td>
<td>Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☑ Slope Management and Protection</td>
<td>☐ Y ☐ N</td>
<td>1</td>
</tr>
<tr>
<td>☑ Temporary Stabilization</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☑ Permanent Stabilization</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☐ Diversion BMPs to divert runoff from upstream areas around disturbed areas</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☐ Velocity Dissipation Devices</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☐ Other:</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td><strong>Sediment Control</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Inlet and Storm Drain Protection</td>
<td>☐ Y ☑ N</td>
<td>2</td>
</tr>
<tr>
<td>☑ Perimeter Control</td>
<td>☐ Y ☑ N</td>
<td>1</td>
</tr>
<tr>
<td>☐ Other:</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td><strong>Good Housekeeping</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ BMP and Site Maintenance</td>
<td>☑ Y ☐ N</td>
<td>4</td>
</tr>
<tr>
<td>☐ Dust Control</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☑ Material Delivery, Storage, and Use BMPs</td>
<td>Y ☐ N</td>
<td>2</td>
</tr>
<tr>
<td>☑ Stockpiling Management</td>
<td>☑ Y ☐ N</td>
<td>1</td>
</tr>
<tr>
<td>☐ Spill Prevention and Control</td>
<td>☑ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☑ Solid Waste Management</td>
<td>☑ Y ☐ N</td>
<td>2</td>
</tr>
<tr>
<td>☐ Hazardous Waste Management</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☐ Contaminated Soil Management</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☑ Concrete Waste Management</td>
<td>☑ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☑ Sanitary / Septic Waste Management</td>
<td>☑ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☐ Liquid Waste Management</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☐ Vehicle &amp; Equipment Cleaning</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☐ Vehicle &amp; Equipment Fueling</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☐ Vehicle &amp; Equipment Maintenance</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☑ Vehicle Tracking Control</td>
<td>☑ Y ☐ N</td>
<td>2</td>
</tr>
<tr>
<td>☑ Stabilized Construction Entrance and Exit</td>
<td>☑ Y ☐ N</td>
<td>2</td>
</tr>
<tr>
<td>☐ Dewatering Operations BMPs</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
<tr>
<td>☐ Other:</td>
<td>☐ Y ☐ N</td>
<td></td>
</tr>
</tbody>
</table>
## Deficiencies / Corrective Action Reports

Complete this section for each deficiency noted on this inspection report. Photo documentation is required and must be attached to this inspection report.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Location</th>
<th>Description of Deficiency</th>
<th>Date Corrected</th>
<th>Action Taken</th>
<th>ESCP amendment required (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Front driveway of property</td>
<td>Sediment tracking onto roadway</td>
<td>8/16/2017</td>
<td>Swept roadway. Added BMPs</td>
<td>Y</td>
</tr>
<tr>
<td>2</td>
<td>Sidewalk area</td>
<td>Unprotected soil stockpile on sidewalk</td>
<td>8/16/2017</td>
<td>Protected stockpile</td>
<td>Y</td>
</tr>
<tr>
<td>3</td>
<td>East side of property</td>
<td>Sediment discharge onto roadway</td>
<td>8/16/2017</td>
<td>Swept roadway. Added BMPs</td>
<td>Y</td>
</tr>
<tr>
<td>4</td>
<td>Southwest corner of property</td>
<td>Unprotected exposed slope</td>
<td>8/16/2017</td>
<td>Swept roadway. Added BMPs</td>
<td>Y</td>
</tr>
</tbody>
</table>

---

Ms. Jane Doe  
Inspector Name and Title  
8/16/2017  
Signature  
Date
### Deficiencies / Corrective Action Reports

<table>
<thead>
<tr>
<th>Photo #1</th>
<th>Photo #2</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.jpg" alt="Image" /></td>
<td><img src="image2.jpg" alt="Image" /></td>
</tr>
</tbody>
</table>

#### Description
- **1234 O'ahu Street**

#### Comments
- Sediment tracking onto roadway. Recommend sweeping road to remove any dirt tracked and installing entrance protection with gravel or other means to prevent tracking. Recommend installing perimeter and slope protection BMPs.

#### Status
- Completed

#### Priority
- High

**Corrected by (initials):** JD    **Date:** 8/16/2017

**Comments:** Swept roadway and installed biosock along perimeter. Placed down 6” layer of gravel with blanket filter fabric lining underneath at entrance.

#### Description
- **1234 O'ahu Street**

#### Comments
- Illegal unprotected stockpile stored on sidewalk. Recommend moving stockpile onto property and protecting with perimeter control and possibly covering material.

#### Status
- Completed

#### Priority
- High

**Corrected by (initials):** JD    **Date:** 8/16/2017

**Comments:** Swept roadway and moved stockpile onto property. Installed biosock around stockpile and covered with tarp.

---

**Appendix C**

*Revision Date: 07/01/2016 Page 5 of 6*
### Deficiencies / Corrective Action Reports (attach additional pages as needed)

<table>
<thead>
<tr>
<th>Photo #3</th>
<th>Photo #4</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Photo #3" /></td>
<td><img src="image2.png" alt="Photo #4" /></td>
</tr>
</tbody>
</table>

**Taken By:** Jane Doe  
**Date:** 8/16/2017  
**Description:** New single family dwelling at 1234 O‘ahu Street

**Comments:** Lack of perimeter control BMPs and evidence of sediment discharge onto roadway. Recommend installing sediment control BMPs at perimeter and protecting exposed soil. Sweep and remove soil residue off road. Remove construction materials and store properly.

**Status:** Completed  
**Priority:** High

**Corrected by (initials):** JD  
**Date:** 8/16/2017  
**Comments:** Swept roadway and installed biosock and silt fence at perimeter. Removed construction materials and disposed properly.

**Taken By:** Jane Doe  
**Date:** 8/16/2017  
**Description:** New single family dwelling at 1234 O‘ahu Street

**Comments:** No slope protection and lack of BMPs at perimeter, signs of sediment discharge onto sidewalk. Recommend protecting slope with matting and install sediment control BMPs at perimeter. Sweep and remove soil off sidewalk. Remove construction materials off sidewalk and store properly. Clean inlet.

**Status:** Completed  
**Priority:** High

**Corrected by (initials):** JD  
**Date:** 8/16/2017  
**Comments:** Swept sidewalk and cleaned inlet of debris and sediment. Installed silt fence at bottom of slope and placed matting over slope. Removed construction materials and disposed properly.
CONTACTS & RESOURCES

DEPARTMENT OF PLANNING AND PERMITTING

ESCP/Storm Water Building Permit  768-8230
Related Questions

ESCP/Storm Water Grading Permit  768-8216 or
Related Questions  768-8217

ONLINE INFORMATION AND TRAINING RESOURCES

http://q-r.to/DPP-SWQ